

Community Redevelopment Agency Project Coordinator
Pay Range \$41,828 - \$60,569
Management Category V
(A NON-CLASSIFIED POSITION*)

This position manages and monitors special redevelopment projects and programs of high visibility and economic benefit located in formally adopted Community Redevelopment Areas (CRA's) of the City.

The employee in this class is responsible for coordinating and implementing adopted community redevelopment plans under the direction of the Community Redevelopment Agency Director. Duties include implementing special programs, coordinating projects, all aspects of marketing and public relations, coordination of consulting firms, preparing and placing public notifications to meet statutory requirements, preparing and overseeing the CRA budget and coordinating correspondence, reports and media in collaboration with the city's Public Information Officer. Work is diverse and fast paced with a high profile in the community. Employee must be well versed in Florida State Statute 163, Part III. The employee ensures that programs, projects and plans are carried out in accordance with City ordinances, applicable federal and state law, and approved redevelopment and development plans.

Work is performed exercising considerable initiative and is independent in undertaking and completing redevelopment assignments. The position involves extensive contact with government officials, public and private agencies, the development and business community, citizen groups, advisory boards and other departments.

***NOTE:** Persons selected to fill this non-classified position will be employed through an employment contract and will not subject to the provisions of the Civil Service Rules or any collective bargaining agreement.

Qualifications

Bachelor's Degree in Political Science, Public Administration, Business Administration, or a related degree, 5 years experience working in a Redevelopment Area or 10 years combined experience working for a municipality in a Community Redevelopment Agency, Economic Development Agency or Community Development Agency.

The Selection Process

Applicants will be reviewed by the Community Redevelopment Agency Director and will contact those applicants whose application reflects the best match of experience for the position. Applications will be accepted until the position is filled.

Submit application to:

Department of Human Resources
City of Fort Lauderdale
100 North Andrews Avenue
Fort Lauderdale, FL 33301

Applications can be downloaded from the City's website: www.fortlauderdale.gov